

# DCM Overview

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Subdivision Engineer

# Chapter 1

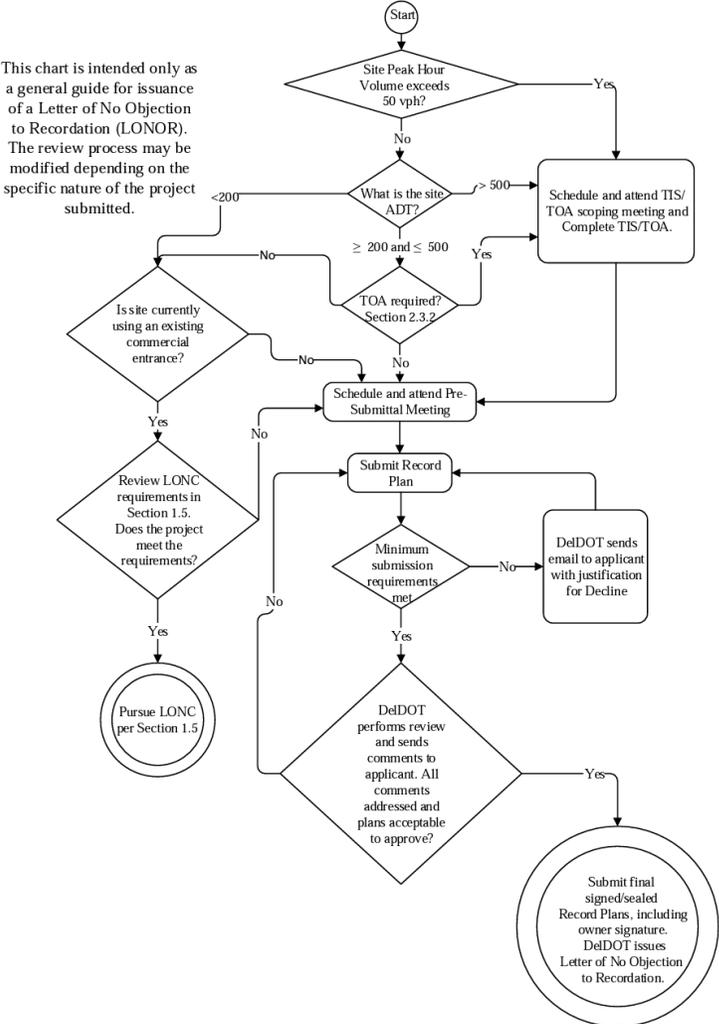
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# Chapter 1, Access Standards

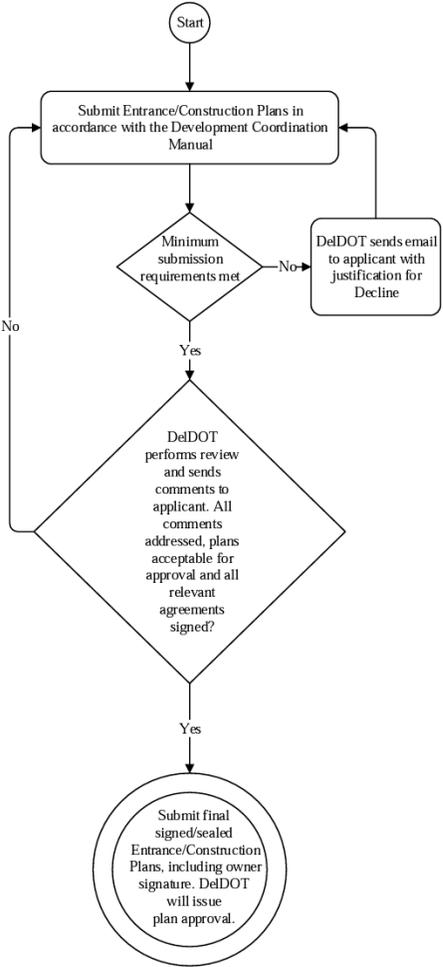
- ▶ Access Application and Approval Process 1.3
- ▶ Letter of No Contention Process 1.5
- ▶ Small Commercial Entrance, will be in this section
- ▶ Access 1.6

# Access Application and Approval Process 1.3

**Figure 1.3a Record Plan Review Process for Letter of No Objection to Recordation (LONOR)**



**Figure 1.3b Review Process for Entrance/Construction Plan Approval**



# Letter of No Contention Process 1.5

- ▶ Most up to date guidance is on the website

QUICK LINKS

GUIDANCE

FORMS

CHECKLISTS



## DelDOT – Development Coordination Process for LONC / PEC requests

Letter of No Contention (LONC)/ Permit for Entrance Construction (PEC)  
vs. Letter of No Objection to Recordation (LONOR)

This document reflects the content in Chapter 1.5 of the Development Coordination Manual (DCM) which defines the process as it relates to existing commercial uses/projects that are seeking an approval to use an existing entrance facility and are proposing to re-use an existing building or make an expansion/addition to an existing building. Project eligibility is at the Delaware Department of Transportation's (DelDOT) discretion.

- \* If a parcel is covered under an existing Transportation Improvement District (TID), your site is still governed under that TID Agreement.
- \*\* Waivers for any of the following conditions shall require written approval from the Assistant Director of Planning.
- \*\*\* DelDOT's LONC/PEC approval letter shall be valid for a period of 1 year. If an entrance permit has not been obtained within one year, then the project must be resubmitted for review and approval. No extensions of the approval will be granted.

### To be eligible for consideration:

- The existing business must not have been vacant for three or more years.
- The project scope can include site alterations, building expansions, construction or placement of new structures. If a site is to be leveled, i.e. all existing trip generating buildings are demolished; the project will have to follow the formal plan review Letter of No Objection to Recordation (LONOR) and Entrance Plan Approval (EPA) process.
- The proposed site must generate a reduced amount of vehicular traffic or generate a net increase in vehicular traffic (less than 500 Average Daily Trips (ADT) or 50 vehicle peak hour [vph]) and must not be required to perform a Traffic Impact Study (TIS) or a Traffic Operational Analysis (TOA). DelDOT may require a TOA for any project that generates a total of 200 or more ADT.
- If a Capital Transportation Program (CTP) Project is occurring contiguous to the parcel/project then the formal plan review process, LONOR and EPA may be required.
- If a project generates a total site ADT of 200 ADT or greater (including existing and proposed trips), proper Right-of-Way (ROW) dedication must be confirmed to exist or be provided via recorded plan or a deed, along a Major Collector or greater roadway functional classification (i.e. Major Collector, Minor Arterial, Principal Arterial or Freeway/Expressways).
- If turn-lanes are not present at the entrance and are required, then the formal plan review process, LONOR and EPA shall be required. If turn lanes are present at the existing entrance, the Subdivision Engineer may at their discretion allow the project to proceed in the LONC/PEC Process.
- If a project generates a total site ADT less than 1,999 and is located within Investment Level I or Investment Level II Areas as defined by the State Strategies for Policies and Spending maps, the applicant will be required to pay the Shared-Use Path (SUP)/Sidewalk fee in-lieu of construction. Any existing pedestrian facilities that are determined to be not adequate must be brought up to the current standards by the applicant. If the project is located in an area with contiguous pedestrian facilities or a nearby pedestrian network, the applicant will be required to construct the pedestrian facility per DelDOT Standard Construction Details, at the Subdivision Engineer's discretion.



## DelDOT – Development Coordination Process for LONC / PEC requests

Letter of No Contention (LONC)/ Permit for Entrance Construction (PEC)  
vs. Letter of No Objection to Recordation (LONOR)

H. Projects that generate a total site ADT of 2,000 or greater (regardless of Investment Level Area designation) must provide proof of existing pedestrian facilities or they will be required to follow the formal plan review process (LONOR and EPA) and construct any Department identified pedestrian facilities/upgrades.

### Application process:

- All requests should be received through DelDOT's online portal PDCA (<http://pdca.deldot.gov/>) or through the Subdivision Mailbox ([Subdivision@delaware.gov](mailto:Subdivision@delaware.gov)).
- All applicants will be required to complete and submit a Permit Application (PA) with site traffic / trip generation information (average number of daily: vehicles using entrance, customers, and employees). The applicant is encouraged to submit a site plan, trip generation diagram, Auxiliary Lane sheets and documents relating to ROW. Additional information allows the Department to effectively process the application and to help avoid delays.
- DelDOT will check safety issues such as: reviewing a minimum of 3 years of crash history data at the entrance location, adequacy of existing pedestrian facilities, the physical condition of the existing entrance and any other deficient elements within the ROW along the site frontage.
- For projects that generate over 200 ADT (including existing and proposed trips), any existing pedestrian facilities that are determined to be not adequate must be brought up to the current standards by the applicant.
- DelDOT will review the project for its eligibility per the LONC requirements and determine any deficiencies per the review outlined in item #3. Depending on the scope of work needed to correct any identified deficiencies, the project may be processed under the LONC/PEC process or the formal plan review process (LONOR and EPA). This determination will be made at the discretion of the Subdivision Engineer. DelDOT will make the determination if the LONC/PEC process is appropriate and if any fee payments are required within 15 business days. If more time or information is needed to process the Application, DelDOT personnel will notify the Applicant with an expected response date or request that information.

# Small Commercial Entrance

- ▶ Current process, not yet included in the DCM



## DelDOT – Development Coordination Process for Small Commercial Entrance

This document outlines the process for Small Commercial Entrance Approvals. This process is for Small Commercial Facilities that require a new commercial entrance. Project eligibility is at the Delaware Department of Transportation’s (DelDOT) discretion. The applicant acknowledges and accepts additional requirements may need to be constructed in the State of Delaware Right-of-Way to promote the safety and functionality of the applicant’s new commercial entrance facility. These changes may be addressed as 'field changes' and could include, but are not limited to, the following items: sign relocation or placement, striping removal, additional striping, additional paving/repairs and additional transportation facility repairs or upgrades. Further the applicant agrees to adhere to all Maintenance of Traffic requirements that will be outlined in the Pre-Construction meeting.

- \* If a parcel is covered under an existing Transportation Improvement District (TID), your site is still governed under that TID Agreement.
- \*\* Waivers for any of the following conditions shall require written approval from the Assistant Director of Planning.
- \*\*\* DelDOT’s Small Commercial Entrance Plan Approval letter shall be valid for a period of 1 year. If an Entrance Permit has not been obtained within one year, then the project must be resubmitted for review and approval. No extensions of the approval will be granted.



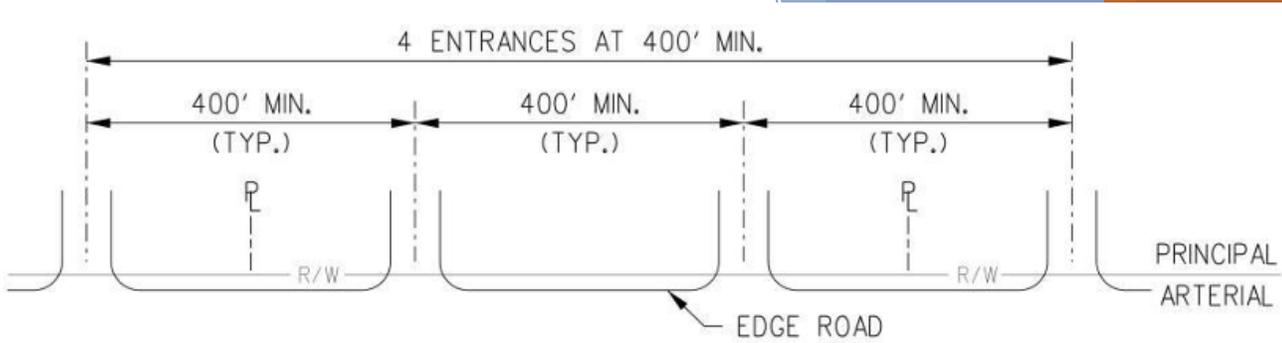
## DelDOT – Development Coordination Small Commercial Entrance Qualifying Land Use Types

The below table is intended as a quick reference only, showing land type uses that could meet the Average Daily Trip (ADT) count requirement (generating fewer than 200 ADT and fewer than 50 vph) for the Small Commercial Entrance plan review and approval.

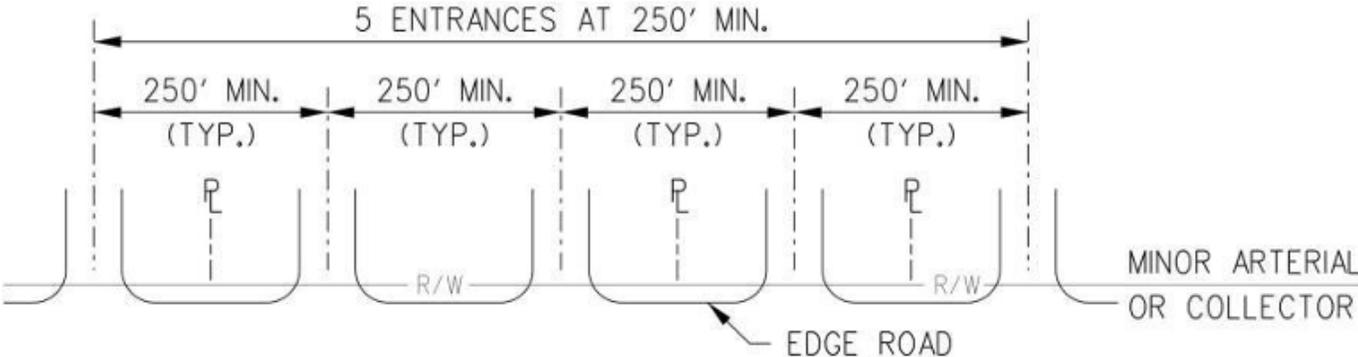
Land Use Code Per ITE Trip Gen. (Manual, 10th Ed.)	Land Use Description	Square Footage (fewer than 200 vpd and fewer than 50 vph)
110	General Light Industrial	≤ 37,300 SF
140	Manufacturing	≤ 12,200 SF
150	Warehousing	≤ 99,000 SF
151	Mini-Warehouse (Self-Storage)	≤ 132,100 SF
170	Utility	≤ 15,100 SF
180	Specialty Trade Contractor	≤ 19,500 SF
560	Church	≤ 4,900 SF (Sunday)
565	Day Care Center	≤ 4,100 SF
710	General Office	≤ 17,800 SF
712	Small Office Building	≤ 5,000 SF
720	Medical-Dental Office Building	≤ 7,400 SF
730	Government Office Building	≤ 8,800 SF
812	Building Materials and Lumber Store	≤ 11,000 SF
841	Automobile Sales (Used)	≤ 7,300 SF
842	Recreational Vehicles Sales	≤ 39,500 SF
848	Tire Store	≤ 6,900 SF
890	Furniture Store	≤ 31,500 SF
941	Quick Lubrication Vehicle Shop	≤ 2,800 SF
942	Automobile Care Center	≤ 6,000 SF
943	Automobile Parts and Service Center	≤ 12,200 SF
970	Winery	≤ 4,300 SF

# Access 1.6

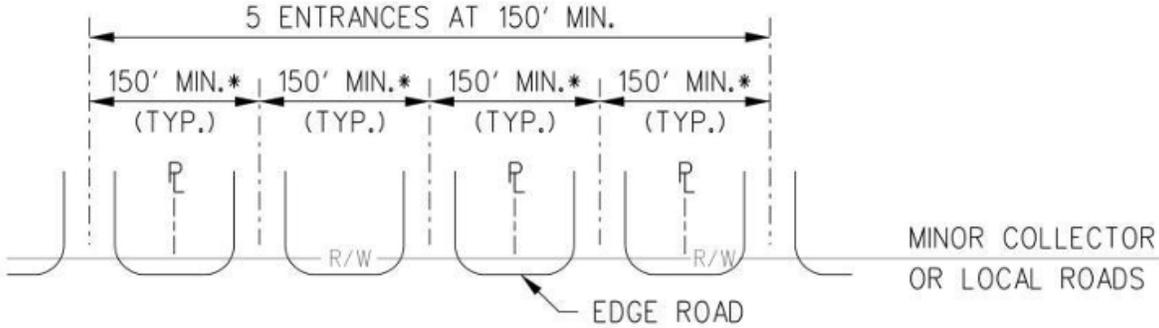
► Entrance spacing



ACCESS SPACING - PRINCIPAL ARTERIALS  
(EXCLUDING LIMITED ACCESS HIGHWAY SECTIONS)



ACCESS SPACING - COLLECTORS  
(MINOR ARTERIAL OR MAJOR COLLECTOR)



ACCESS SPACING - LOCAL  
(MINOR COLLECTORS OR LOCAL ROADS)

\* OR LOCAL  
LAND USE  
REQUIREMENTS

# Chapter 2

nd

# Chapter 3

gn

# Chapter 3, Record Plan Design

- ▶ Right of Way/Easement dedication 3.2
- ▶ Major/Minor Submissions 3.3, 3.4
- ▶ Connectivity 3.5
  - ▶ Sidewalk requirements
  - ▶ Walkways/Access-ways
  - ▶ Interconnection/cross access easements
- ▶ Noise mitigation 3.6

# Right of Way/Easement dedication 3.2

*Figure 3.2.1-a Minimum Right-of-Way Width*

Roadway Type	Minimum Right-of-Way Width
Subdivision Street – Type I (< 500 ADT)*	50 feet
Subdivision Street – Type II (501 – 3000 ADT)* Type III (> 3000 ADT)*	60 feet
Industrial Street (plus 15 foot wide storm drainage easement on both sides)	60 feet
Local Road	60 feet
Collector (Major and Minor)	80 feet

*Figure 3.2.5-a Minimum Standards for Total Roadway Right-of-Way*

Department of Transportation Functional Classification Map	Minimum Dedicated Right-of-Way
Local Road or Street (All roads other than Subdivision Streets not shown)	30 feet of right-of-way from physical centerline of road, see Figure 3.2.5.b.
Two-lane: Minor Arterials and Collectors	40 feet of right-of-way from physical centerline of road, see Figure 3.2.5.c.
Two-Lane: Principal Arterial	50 feet of right-of-way from physical centerline of road
Multi-lane: Arterials (minor and principal), Collectors, Freeways and Expressways	30 feet of right-of-way from outermost edge of the through lane(s), see Figure 3.2.5.d.

# Right of Way/Easement Dedication 3.2



## DelDOT - Development Coordination EMAIL-BLAST

**Subject:**

Dedication of Right-of-Way Language Update

**Effective Date:**

February 17, 2022

*“An X-foot wide strip of right-of-way from the centerline is hereby dedicated in fee simple to the State of Delaware, acting by and through the Delaware Department of Transportation.”*

*“An additional X-feet of right-of-way is hereby dedicated in fee simple to the State of Delaware, acting by and through the Delaware Department of Transportation.”*

# Major/Minor Submissions 3.3, 3.4

► We have a checklist for that

- QUICK LINKS
- GUIDANCE
- FORMS
- CHECKLISTS

## DelDOT – Minor Subdivision Checklist

**Project Title:**  **Project Id.:**

**Tax Parcel No.:**  **Date:**

Effective: 02/17/2022

**Please check items below as necessary: (Section & Figure Links reference the [Development Coordination Manual](#))**

Are there 5 lots or less (including residual lands)?	<input type="checkbox"/> Yes, Continue <input type="checkbox"/> No, see <a href="#">Subdivision Record Plan Checklist</a>
Are Public Internal Streets / Access-Ways being created?	<input type="checkbox"/> Yes, see <a href="#">Entrance/Construction/Subdivision Critical Items for Acceptance</a> <input type="checkbox"/> No, Continue
Commercial Development/Redevelopment?	<input type="checkbox"/> Yes, see <a href="#">Record Plan Submissions Critical Items for Acceptance</a> <input type="checkbox"/> No, Continue

## DelDOT - Subdivision Record Plan Review Checklist

**Project Name:**  **Project Id.:**

**Tax Parcel No.:**  **Date:**

Effective: 02/17/2022

**SECTION 1: RECORD PLAN SUBMITTAL DOCUMENTS**

Comment Ref No.	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
	<b>SECTION 1: RECORD PLAN SUBMITTAL DOCUMENTS</b>			
	<p><b>Title &amp; Data Blocks</b></p> <p>Ensure the title and data blocks contains the following information:</p> <p>1. Name of proposed development.</p>			

## DelDOT - Commercial Record Plan Review Checklist

**Project Name:**  **Project Id.:**

**Tax Parcel No.:**  **Date:**

Effective: 02/17/22

**SECTION 1: RECORD PLAN SUBMITTAL DOCUMENTS**

Comment Ref No.	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
	<b>SECTION 1: RECORD PLAN SUBMITTAL DOCUMENTS</b>			
	<p><b>Initial Stage Fee calculation has been paid and</b></p>			

## DelDOT: LONOR-RED Review Checklist

**Project Name:**  **Project Id.:**

**Tax Parcel No.:**  **Date:**

Effective: 2/17/2022

**SECTION 1: RECORD PLAN SUBMITTAL DOCUMENTS**

Comment Ref No.	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
	<b>SECTION 1: RECORD PLAN SUBMITTAL DOCUMENTS</b>			
	<p><b>Title &amp; Data Blocks</b></p> <p>Ensure the title and data blocks contains the following information:</p> <p>1. Name of proposed development.</p>			

# Connectivity 3.5

- ▶ Frontage Sidewalk or Shared Use Path
  - ▶ Required in Level I or II
  - ▶ Required for any project over 2000 ADT
  - ▶ Required in Level III or IV if project abuts an existing facility
- ▶ Internal Sidewalk or Shared Use path
  - ▶ Required on both sides of the subdivision with a density above 3 dwelling units per acre
  - ▶ Required on both sides of a development with access to transit or is of such a nature that it is reasonable to assume, as determined by DelDOT, that it will attract pedestrians
  - ▶ Required on one side that does not meet the requirements above or where there are physical or environmental constraints that make sidewalks on both sides of a street impractical.

# Connectivity 3.5

- ▶ **3.5.4.3 Walkways** - **Non-residential** developments shall provide a system of internal pedestrian connections to encourage safe and convenient pedestrian movement within the site.
  - ▶ A walkway into the site shall be provided for every 330 feet of street frontage
- ▶ **3.5.4.4 Access-ways** - Similar to walkways constructed in commercial or mixed use developments but are generally wider to accommodate bicycle traffic in **residential** areas.
  - ▶ Shall be provided for pedestrians and bicycles on recorded open space where full street connections are not possible, with spacing between full street and access-way connections of no more than 660 feet, except where prevented by “constraints”.

# Connectivity 3.5

- ▶ Connectivity - Subdivision Street 3.5.6
  - ▶ Fairly well spelled out in the DCM, we highly encourage interconnection within subdivision streets.
- ▶ Non-Residential Cross-Access Interconnectivity 3.5.7.4
  - ▶ Developments should minimize or eliminate access points along DelDOT frontage roads. Where possible, vehicular access should be shared with the adjacent properties and/or alleys should be used for access.

# Noise mitigation 3.6

- ▶ Any major residential development proposed to be constructed in the proximity of any roadway with a functional classification of principal arterial, freeway or interstate will be required to perform a noise analysis and shall meet the requirements of this regulation
- ▶ We have a standard Record Plan note that applies to commercial projects with direct frontage on a principal arterial, freeway or interstate

***Place the following note on the Record/Site Plan IF it applies to your project:***

13. This commercial parcel has direct frontage along XXX\_roadname\_number, which has a functional classification of principal arterial/freeway/interstate as defined by the State of Delaware's Department of Transportation. Per Section 3.6.1 of the DelDOT Development Coordination Manual (DCM): It is the Developer's responsibility to evaluate noise levels and their impacts on proposed development, for projects adjacent to existing transportation facilities with this functional classification. Roadways with this classification can be expected to generate elevated levels of road and traffic related noise, similar to what can be expected in urban areas. A detailed noise analysis per DCM 3.6 is typically recommended to help gauge the actual impacts that roadway related noise may have on various potential land-uses (such as those described in DCM Figure 3.6.3-a: Noise Abatement Criteria). With the inclusion of this note, the Developer is acknowledging that the proposed site and/or building location can be expected to exceed the specific maximum noise levels for certain commercial and non-residential uses as shown in DCM Figure 3.6.3-a. The Developer's waiver of the noise analysis and review of potential noise mitigation measures are supported by the infeasibility of applying noise mitigation measures, based on engineering considerations and factors that would limit the ability to achieve substantial noise reduction, related to the commercial use of the site and/or buildings. This waiver acknowledges that the decibel level for this parcel may exceed the applicable limits for some current or future proposed uses. The use of this note signifies the Subdivision Engineer's concurrence with waiving the Developer's completion of a detailed noise study and subsequent review of resulting noise abatement findings or mitigation measures. Any future complaints relating to existing or future noise levels impacting proposed uses on this site and along this existing transportation facility shall be the responsibility of the Developer or Land Owner or both.

# Chapter 4

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# Chapter 4, Construction Plans

- ▶ Overall Review Process
- ▶ Subdivision Construction Plans 4.3
- ▶ Commercial Entrance Plans 4.4
- ▶ Off-site Improvement Plans 4.5

# Subdivision Construction Plans 4.3

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## Checklists

- [Minor Subdivision Checklist - Updated: 02/17/2022](#)
- [Lot Line Adjustment Checklist - Updated: 06/02/2021](#)
- [Subdivision Record Plan Checklist - Updated: 02/17/2022](#)
- [Commercial Record Plan Checklist - Updated: 02/17/2022](#)
- [Entrance Plan Checklist – 11/04/2021](#)
- [Subdivision Streets Checklist – 09/16/2020](#)
- [LONOR-RED Review Checklist – updated 02/17/2022](#)
- [Site Plan Checklist – updated 07/07/2021](#)
- [Traffic Signal Design Checklist – 12/11/2020](#)
- [Traffic Lighting Design Checklist – 12/11/2020](#)

## DeIDOT - Subdivision Streets Checklist

**Project Name:** \_\_\_\_\_ **Project Id.:** \_\_\_\_\_

**Tax Parcel No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Insert Numerical Tax Parcel I.D.)

Effective: 09/15/2020

Comment Ref No.	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
<b>SECTION 1: GENERAL REQUIREMENTS</b>				
1.1	All fees including Construction Stage Fee, Area Wide Study Fee, Transportation Improvement District or Sidewalk Fee In-Lieu of Construction calculations has been completed, are accurate and have been paid at time of submittal.	4.3, 2.2.2.2	▼	
1.2	All supporting plans including Signal/Lighting/ITMS Plans are being coordinated through Traffic Design Submissions. All plans must be included in the Final Entrance Plan for Approval.	4.3.9, 4.5.1, 5.13, 5.14 & 5.15	▼	
1.3	A completed Design Deviation form and supporting documentation for internal subdivision streets is ready for upload/submittal to DeIDOT (if applicable).	4.2, 4.5, & 5.1	▼	
<b>SECTION 2: SUBDIVISION CONSTRUCTION PLAN</b>				
<b>Title and Data Block</b>				
2.1	Ensure the title & data blocks contain the following information: 1. Name of proposed business/ subdivision. 2. Name of town/hundred and county. 3. Maintenance number of highway being accessed. 4. Graphic scale shown. 5. Date of current submission and all revised dates. 6. Name, address, of owner and engineer or surveyor preparing the plan. 7. Signature and Seal of engineer or surveyor (Delaware licensed) 8. Owner's signature (Final Plan only) 9. Type of business 10. Tax parcel number(s). 11. Gross acreage of property. 12. Number of Subdivision Lots or Approximate gross leasable floor plan area. 13. Parking spaces required. 14. Parking spaces provided. 15. Local government responsible for land use approval.	4.3.2	▼	
2.2	Location map showing the relationship of the site to existing State-maintained roadways.	4.3.2.E	▼	
2.3	<b>DeIDOT Notes</b> DeIDOT <a href="#">General Notes</a> are shown and dated on Title Sheet or Notes Sheet. Include any DeIDOT related Additional Notes applicable to your project.	4.3.2.I	▼	
2.4	<b>Plan Sheet Index</b> Plan Sheet Index (separate sheet) for plan sets containing 5 or more Construction Plan sheets are provided and includes: 1. Sheet Numbers 2. Total Sheets 3. Number of Streets 4. Street Names	4.3.4.C	▼	
2.5	<b>Signature Block</b> The following information has been added to the title block - Signature block (See Figure 4.3.2-a for a sample title sheet provided as general guidance): 1. Seal of individual properly licensed in Delaware to perform the engineering and design for the preparation of construction plans for subdivision streets 2. Signature of engineer and date	4.3.2.L	▼	

# Commercial Entrance Plans 4.4

► We have a checklist for that!

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## Checklists

- [Minor Subdivision Checklist - Updated: 02/17/2022](#)
- [Lot Line Adjustment Checklist - Updated: 06/02/2021](#)
- [Subdivision Record Plan Checklist - Updated: 02/17/2022](#)
- [Commercial Record Plan Checklist - Updated: 02/17/2022](#)
- [Entrance Plan Checklist - 11/04/2021](#)
- [Subdivision Streets Checklist - 09/16/2020](#)
- [LONOR-RED Review Checklist - updated 02/17/2022](#)
- [Site Plan Checklist - updated 07/07/2021](#)
- [Traffic Signal Design Checklist - 12/11/2020](#)
- [Traffic Lighting Design Checklist - 12/11/2020](#)

## DelDOT - Entrance Plan Review Checklist

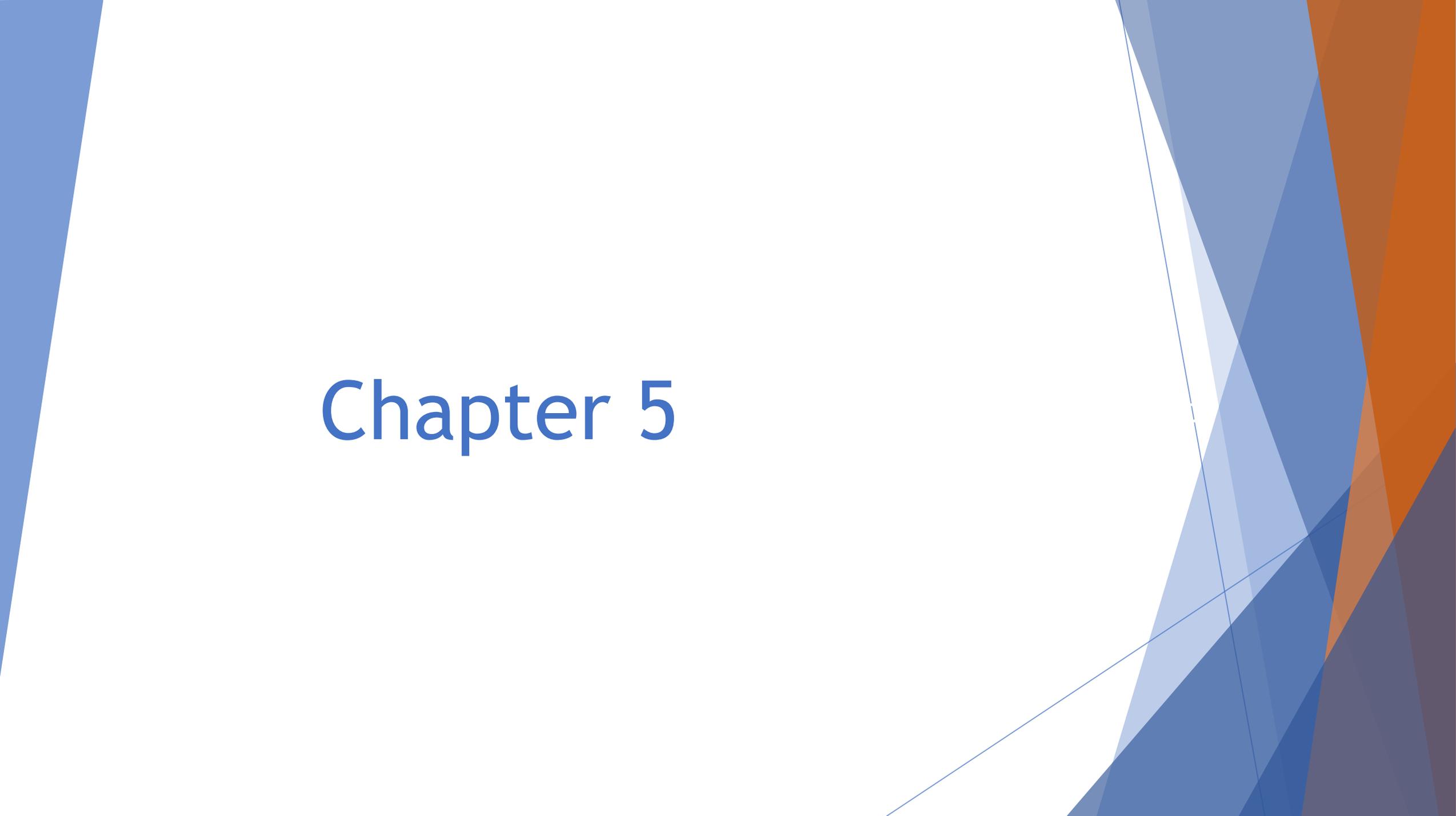
**Project Name:** \_\_\_\_\_ **Project Id.:** \_\_\_\_\_

**Tax Parcel No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Effective: 11/4/2021

Comment Ref No.	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
<b>SECTION 1: GENERAL REQUIREMENTS</b>				
1.1	All fees, contributions and calculations have been completed and have been paid at a time of submittal, including: 1. Construction Stage Fee. 2. Area Wide Study Fee. 3. Transportation Improvement District. 4. Capital Transportation Improvement Contributions, or Sidewalk Fee In-Lieu of Construction.	4.3 & 2.2.2.2	▼	
1.2	All supporting plans including Signal/Lighting/ITMS Plans have been coordinated through Traffic Design Submissions. All plans must be included in the Final Entrance Plan for Approval.	5.13, 5.14 & 5.17	▼	
<b>SECTION 2: TRAFFIC IMPACT STUDY (TIS)/TRAFFIC OPERATIONAL ANALYSIS (TOA)</b>				
2.1	If projects are to be phased, Offsite Improvements are required per a TIS/TOA or otherwise applicable to project, signed Letter Agreement (LA) must be provided and executed prior to final approval being issued.	2.2.1.1 & 2.5.2	▼	
2.2	If applicable to project, signed Level II Construction Agreement must be provided and executed prior to the preconstruction meeting. Please note that there are additional costs associated with a Level II Construction Agreement.	Fig. 6.4.3-a	▼	
<b>SECTION 3: ENTRANCE PLAN TITLE SHEET CONTENT</b>				
3.1	<b>Title &amp; Data Blocks</b> Ensure the title and data blocks contain the following information: 1. DelDOT Project ID number. 2. Name of proposed business/ subdivision. 3. Name of town/hundred and county. 4. Maintenance number of highway being accessed. 5. Graphic scale. 6. Date of current submission and all revised dates. 7. Name, address, of owner and engineer or surveyor preparing the plan. 8. Signature and Seal of engineer or surveyor (Delaware licensed). 9. Owner's signature (final Plan only). 10. Type of business. 11. Tax parcel number(s). 12. Gross acreage of property. 13. Number of Subdivision Lots or Approximate gross leasable floor plan area. 14. Parking spaces required. 15. Parking spaces provided. 16. Local government responsible for land use approval.	4.4.2.A & 4.4.2.B	▼	
3.2	Location map showing the relationship of the site to existing State-maintained roadways.	4.4.2.B.7	▼	
3.3	<b>DelDOT Notes</b> <a href="#">DelDOT General Notes</a> are shown and dated on Title Sheet or Notes Sheet. Include any DelDOT related Additional Notes applicable to your project.	4.4.2.B.9	▼	

# Chapter 5

The background features abstract geometric shapes in various shades of blue and orange, overlapping and creating a dynamic, modern aesthetic. The shapes are primarily triangles and polygons, some semi-transparent, set against a white background.

# Chapter 5, Design Elements

- ▶ Entrance location 5.2.2
- ▶ Design Vehicle 5.2.3
- ▶ Entrance width 5.2.4
- ▶ Entrance length 5.2.6
- ▶ Aux lanes 5.2.9
- ▶ Bike lanes 5.2.10
- ▶ Pavement width 5.5.1 RDM
- ▶ Signal Design 5.13
- ▶ Lighting Design 5.15

## Entrance location 5.2.2

- ▶ Entrances should not be located within the functional area of a nearby intersection or driveway
- ▶ When a parcel of land is being developed that fronts on a major and a minor roadway, the access to this parcel should be from the minor roadway and not the major roadway
- ▶ Entrances should be located directly across from an entrance on the opposite side of the roadway
- ▶ In the case of corner lot development and redevelopment, entrances should be placed as far away from the adjacent intersection as the property limits allow
- ▶ The minimum distance between the entrance radius and the property line shall be 5 feet

# Design Vehicle 5.2.3

*Figure 5.2.3-a Design Vehicle Selection*

<b>Proposed Development Use</b>	<b>Design Vehicle*</b>
Residential Subdivision	SU-30, WB-40
Bank	SU-30
Gas Station	WB-40, or WB-62
Big Box Store (e.g. Walmart, Lowes, Best Buy)	WB-67
Restaurant (e.g. Applebee's, Chili's, Ruby Tuesday)	WB-62
Fast Food	WB-40, or WB-62
Mid-size Retail/Grocery (e.g. Dollar Store, Giant, Safeway)	WB-62
Small Retail	SU-30, WB-40
Pharmacy	WB-62
Car Wash	SU-30
School	SU-30, WB-62**
Intersections of State Maintained Roadways	WB-62

\* Refer to Table 2-41 of AASHTO's *A Policy on Geometric Design of Highways and Streets* (Green Book), 7<sup>th</sup> Edition, for additional information about design vehicle dimensions.

\*\* Encroachment into the opposing lane of the entrance drive may be permitted but not on curb or islands. Refer to Section 5.2.5 for additional guidance.

# Entrance width 5.2.4

*Figure 5.2.4-b Entrance Pavement Widths*

<b>Entrance Type</b>	<b>Pavement Width</b>
Subdivision Type I, II, and III Streets (One-way)	16 feet 18 feet (without curb and gutter)
Subdivision Type I Street (Two-way)	24 feet
Subdivision Type II and III Streets (Two-way)	32 feet
Industrial Street (Two-way)	32 feet
Commercial Access (One-way)	18 feet
Commercial Access (Two-way)	24 – 32 feet

*Notes:*

- 1. Entrance widths are also closely related to choice of design vehicle and corner radii design. The widths shown above are given as general guidelines but are not meant as a substitute for design vehicle and corner radii design considerations.*
- 2. Entrance widths may be driven by the need to provide multiple lanes of ingress and egress based on capacity needs of the proposed development in which case the widths shown above would be superseded.*

## Entrance length 5.2.6

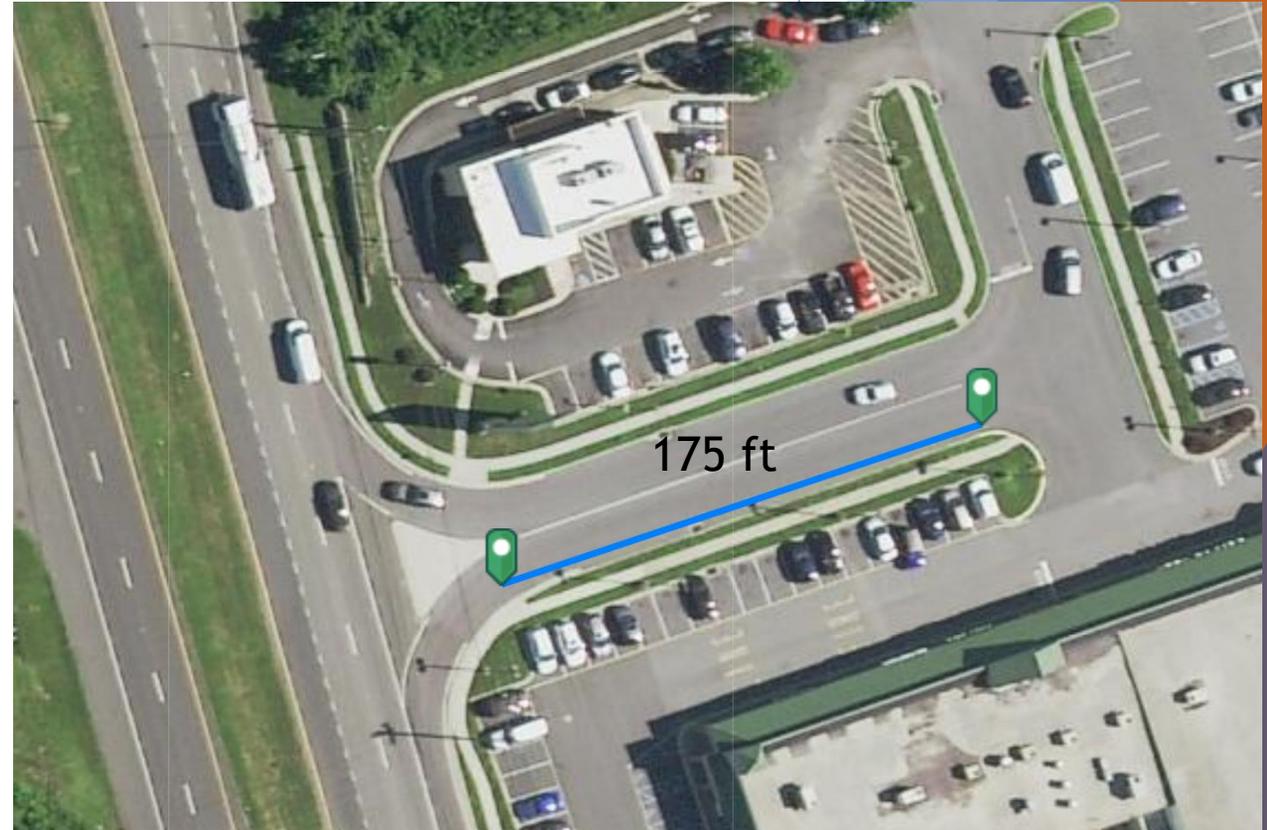
- ▶ The entrance length refers to the amount of space available for stacking incoming and outgoing vehicles or the distance between the street and the end of the entrance within the development

*Figure 5.2.6-b Recommended Minimum Entrance Lengths*

<b>Land Use</b>	<b>Entrance Length</b>
“Big Box” centers with four or more total lanes at the entrance.	300 feet
Regional Shopping Centers over 150,000 s.f.	250 feet
Community Shopping Centers between 100,000 sf and 150,000 s.f.	150 feet
Small Strip Shopping Center	50 feet
Small Commercial Developments	50 feet

*Note: For large developments 100,000 s.f. or greater, the total recommended length is not necessary for all entrances, only the major ones.*

# Entrance length 5.2.6



# Aux lanes 5.2.9

QUICK LINKS

GUIDANCE

FORMS

CHECKLISTS

May 26, 2022

**Traffic Generation Diagram**

RTL Channelized	No	
Opposing Traffic Volume Provided	No	Opposing based on (AM/ Sat) / (PM)

(PM Peak)	(AM/ Sat Peak)	ADT

(PM Peak)	(AM/ Sat Peak)	ADT

<b>Roadway AADT From DeIDOT Traffic Summary:</b>	
<b>Committed Development AADT:</b>	

- Fill in the volumes on the **Traffic Generation Diagram** tab consistent with the Traffic Generation Diagram created for the Entrance Plan.
  - If the proposed entrance will create the fourth leg to an existing entrance, separate Auxiliary Lane Worksheets shall be completed and submitted for review of both the proposed entrance and the existing entrance.
  - If the proposed entrance will create the fourth leg to an existing T intersection (2 roads), an Auxiliary Lane Worksheet shall be completed for the proposed entrance and all other approaches will need further evaluation per the Development Coordination Manual and associated state and federal manuals (i.e. AASHTO Green Book).
- If the entrance is an existing access point, left turn and right turn ADT and peak hour volumes shall include site traffic and existing roadway traffic.
- If opposing roadway traffic volumes were collected, include in the worksheet.
- If the opposing right-turn movement is channelized, a reduction may be included in the worksheet. Justification for reduction shall be submitted to DeIDOT Development Coordination Section for review.
- If Committed Development traffic information is known, include in the worksheet. This information is commonly included in a Final TIS.
- In the **Aux Lane Inputs - Tab 2**, fill in the cells with **GREEN** text.
  - If opposing roadway traffic volumes were collected and/or the opposing right-turn movement is channelized, the Left Turn VPH should be the same peak hour as the peak hour chosen for the opposing through and right turn volumes within the **Traffic Generation Diagram** tab.
- To obtain further clarification on how ADT is determined per approach, see **Left-Right Approach Example** tab within the DeIDOT Auxiliary Lane Worksheet.

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**DeIDOT Auxiliary Lane Worksheet**

Roadway Information and Entrance

Manually Update Cell XX  
Auto-Calculated Cells XX

<b>Name of Project</b> Maintenance Road No. (i.e. K234A)	<b>Date of Submittal</b>	
<b>Signalized / Unsignalized</b>	<b>Posted Speed Limit</b>	
<b>Roadway ADT (From DeIDOT Traffic Manual)</b>	<b>Traffic Pattern Group</b>	
Left Approach Site	Committed Development	0
Right Approach Site	Committed Development	0
<b>Total Number of Through Lanes (Does Not Include Turn Lanes)</b>	<b>Number of intersection legs</b>	
<b>Roadway Functional Classification</b>	<b>Calculation for (specify leg)</b>	
Roadway ADT + Total Site + Committed Development ADT	Roadway ADT + Total Site + Committed Development ADT	
<b>K Factor</b>	<b>K Factor</b>	
<b>Left Turn Information</b>	<b>Right Turn Information</b>	
Left Turn VPH	Right Turn ADT	0-50
Left Turn Approach Grade	Right Turn Approach Grade	
<b>Heavy Vehicle %</b>	<b>Effective Radius of Entrance</b>	
10 Yr Opposing Vol. (Manual Input)		0
10 Yr Opposing Volume (Calculated)	<b>Right Turn Length</b>	
10 Yr Opposing Volume (Calculated Vol.)		

**NOTE:**  
This worksheet is for Right Turn Auxiliary Lanes, and Unsignalized Left Turn Auxiliary Lanes. If a signal analysis is required, please refer to signalized intersection analysis spreadsheet (Tab 6).  
\*L1 - See Typical Entrance Diagram located at: [http://www.deldot.gov/information/business/subdivisions/Typical\\_Entrance\\_Diagrams.pdf](http://www.deldot.gov/information/business/subdivisions/Typical_Entrance_Diagrams.pdf)

**The Engineer shall contact DeIDOT Development Coordination section.**

## Bike Lanes 5.2.10

- ▶ Suitable accommodations for bicyclists shall be required for all subdivision and commercial site plans.
- ▶ Additional guidance is available through DelDOT's Complete Streets Policy and other reference materials.
- ▶ All new roadways, except those where bicyclists shall be legally prohibited, shall be designed and constructed to encourage use of bicycles as a form of transportation.
- ▶ Unless access is specifically denied, some level of bicycle use can be anticipated on most roadways.
- ▶ Site entrance designs must accommodate bicycle traffic.

# Pavement Widths 5.5.1

- ▶ Figure 5.5.2a - d shows Subdivision streets Type I - III and Industrial streets
- ▶ Figure 3.2.5-b - d shows Local, Two-lane minor arterials & collectors and Multi-lane arterials, collectors and freeways.
- ▶ In terms of lane widths, we are currently using the new Road Design Manual guidance.

## 3.4.2 Travel Lane Widths

*Reference: AASHTO Green Book Section 4.3*

The traveled way designated for vehicles normally consists of two or more travel lanes. Providing adequate lane widths maintains and/or enhances driver safety, driver comfort, level of service, and capacity.

**For new construction and reconstruction projects, 12-foot travel lanes should be used on roadways with design speeds of 55 mph, or greater and 11-foot travel lanes should be used on roadways with design speeds from 35 mph to 50 mph. Ten-foot travel lanes should be used on roadways with design speeds below 35 mph with consideration for 11-foot lanes that are adjacent to bike lanes. Ten-foot travel lanes should also be avoided along transit routes and roadways with heavy truck traffic.**

# Signal Design 5.13 & Lighting Design 5.15

► We have a checklist for that!

 **DelDOT - Subdivision Signal Design Checklist**

Project Id.: \_\_\_\_\_ Signal Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Intersection Name: \_\_\_\_\_

Effective: 12/11/2020

Comment Ref No.	Checklist Topic/Content	Item Addressed?	Justifications are Required if: N or N/A
<b>SECTION 1: PLAN DEVELOPMENT</b>			
1.1	If a new signal is being proposed, have the signal warrants been met? Coordinate with DelDOT Traffic Study section as necessary. If the project is within municipal limits, coordinate with the municipality, as needed.	<input type="checkbox"/>	
1.2	Only pertinent levels (i.e. existing and proposed geometrics and utilities, drainage and clearzone) shown on the plans.	<input type="checkbox"/>	
1.3	Base mapping shown.	<input type="checkbox"/>	
1.4	All existing DelDOT equipment (i.e. poles, flashers, sign structures and lighting) shown on the plans.	<input type="checkbox"/>	
1.5	North arrow shown and at correct orientation.	<input type="checkbox"/>	
1.6	Signal legend shown and matches symbols on plan.	<input type="checkbox"/>	
1.7	Plans shown at correct scale.	<input type="checkbox"/>	
1.8	Existing and proposed right-of-way and easements shown.	<input type="checkbox"/>	
1.9	All equipment within right-of-way. If needed, an Agreement "C" or easement has been provided for any equipment outside of right-of-way.	<input type="checkbox"/>	
1.10	Limit of construction shown on plans.	<input type="checkbox"/>	
1.11	General signal notes shown.	<input type="checkbox"/>	
1.12	Street names and route numbers shown.	<input type="checkbox"/>	
1.13	Current border, signature block and revision block used.	<input type="checkbox"/>	
1.14	Construction details provided, if required.	<input type="checkbox"/>	
1.15	All proposed signal equipment is labeled correctly.	<input type="checkbox"/>	
1.16	All existing signal equipment to remain is labeled correctly.	<input type="checkbox"/>	
1.17	All existing signal equipment to be removed is labeled correctly.	<input type="checkbox"/>	
1.18	Power source location coordinated with utility company.	<input type="checkbox"/>	
1.19	Power source pole number and owner shown.	<input type="checkbox"/>	
1.20	Service disconnect and meter placed 10' or less from the power source.	<input type="checkbox"/>	
1.21	Additional service disconnect provided where the pedestal meter is across the roadway from the cabinet or where the cabinet is located more than 100' from the power source.	<input type="checkbox"/>	
1.22	Signal controller cabinet placed with the door facing away from the road.	<input type="checkbox"/>	
1.23	Signal controller cabinet placement permits safe access. Cabinet is protected, if needed.	<input type="checkbox"/>	

 **DelDOT - Subdivision Lighting Design Checklist**

Project Id.: \_\_\_\_\_ Date: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Intersection Name: \_\_\_\_\_

Effective: 12/11/2020

Comment Ref No.	Checklist Topic/Content	Item Addressed?	Justifications are Required if: N or N/A
<b>SECTION 1: PHOTOMETRICS</b>			
1.1	Coordination completed with DelDOT traffic reviewer for area to be illuminated and lighting design criteria.	<input type="checkbox"/>	
1.2	Lighting design report provided.	<input type="checkbox"/>	
1.3	Photometric calculations completed.	<input type="checkbox"/>	
1.4	Photometric figure provided as part of the Lighting Design Report	<input type="checkbox"/>	
1.5	Correct distribution type used.	<input type="checkbox"/>	
1.6	Appropriate luminaire used (coordinate proposed fixture with maintenance district).	<input type="checkbox"/>	
1.7	.ies file(s) provided.	<input type="checkbox"/>	
<b>SECTION 2: PLAN DEVELOPMENT</b>			
2.1	If new lighting is proposed, have the warrants been met? Coordination with DelDOT Traffic Study Section for limits of lighting work and lighting warrants, as necessary.	<input type="checkbox"/>	
2.2	Only pertinent levels (i.e. existing and proposed geometrics and utilities, drainage and clearzone) shown on the plans.	<input type="checkbox"/>	
2.3	Base mapping shown.	<input type="checkbox"/>	
2.4	Existing lighting equipment shown.	<input type="checkbox"/>	
2.5	North arrow shown and at correct orientation.	<input type="checkbox"/>	
2.6	Legend shown and matches symbols on plan.	<input type="checkbox"/>	
2.7	Plans shown at correct scale.	<input type="checkbox"/>	
2.8	Existing and proposed right-of-way shown.	<input type="checkbox"/>	
2.9	All equipment within right-of-way.	<input type="checkbox"/>	
2.10	Proposed right of way and easement shown, if applicable.	<input type="checkbox"/>	
2.11	Limit of construction shown on plans.	<input type="checkbox"/>	
2.12	Project-specific lighting notes shown.	<input type="checkbox"/>	
2.13	Street names and route numbers shown.	<input type="checkbox"/>	
2.14	Current border, signature block and revision block used.	<input type="checkbox"/>	
2.15	Circuit diagram included.	<input type="checkbox"/>	
2.16	All proposed lighting equipment is labeled correctly.	<input type="checkbox"/>	
2.17	All existing lighting equipment to be removed is labeled.	<input type="checkbox"/>	

# Chapter 6

Administration

# Chapter 6, Construction Administration

- ▶ Covers the permitting process at the Districts
- ▶ Temporary Entrance Permits 6.4.2.1
- ▶ Construction Inspection agreements Fig 6.4.3a

# Temporary Entrance Permit 6.4.2.1

- ▶ Request is made to Public Works Engineer
- ▶ 30 days from plan approval
- ▶ No foundation work or building construction is permitted under a temporary entrance permit
- ▶ If the project has plan approval, a Temporary entrance should *not* be requested. A full entrance permit should be requested.

# Construction Inspection Agreement Fig 6.4.3a

1. All work shall be in accordance with the construction agreement and DelDOT's Construction Manual.
2. Any work which exceeds the thresholds of 2 of the 3 above criteria for Level I review shall require a Level II inspection.
3. Traffic impact and complexity may include but not be limited to: night work, detours, road closures, work impacting major intersections, projects with complex construction phasing, roadway realignment and total reconstruction.
4. Any structure classified as a bridge shall require a Level II inspection.

	Criteria			
Level	Existing Roadway AADT	Total Site ADT	Traffic Impact	Inspection
Level I <sup>2</sup>	Kent/Sussex $\leq 4,000$  New Castle $\leq 10,000$	$\leq 2,000$	Construction is not complex and has low impact to the traveling public	DelDOT will provide inspection for Level I projects through the Public Works Section in accordance with the construction agreement and DelDOT's <i>Construction Manual</i> .
Level II	Kent/Sussex $> 4,000$  New Castle $> 10,000$	$> 2,000$	Construction is complex or has significant impact to the traveling public	The applicant will be required to enter into a construction inspection agreement with an inspection firm currently under contract with DelDOT. The applicant will reimburse DelDOT for all inspection costs. DelDOT will coordinate management of the inspection.

# Chapter 7

SS

# Chapter 8

Business Guidelines

# Chapter 8, Miscellaneous Access Guidelines

- ▶ Seasonal Entrances 8.4
- ▶ Miscellaneous entrances 8.5
- ▶ Private street conversion 8.7

# Miscellaneous Access Guidelines

- ▶ Seasonal Entrances 8.4
  - ▶ When a site is to be occupied for business purposes operating less than 180 days in any consecutive 12- month period, a temporary roadside/entrance permit may be issued in lieu of a permanent permit.
- ▶ Miscellaneous entrances 8.5
  - ▶ Entrance permits are required for low traffic volume entrances and special uses such as temporary used car sales, access to farm fields, and access to utilities. The process for obtaining the permit will follow the same process as a residential entrance permit outlined in Chapter 7.
  - ▶ Examples include: Pump stations, cell towers, solar farms

# Miscellaneous Access Guidelines

- ▶ Conversion of Private Streets to Public Streets 8.7
  - ▶ Dedicating Streets to Public Use (State Maintained)
    - ▶ Request to the Public Works Engineer
    - ▶ Update Record Plan to dedicate Right of Way
    - ▶ Construction plans to bring streets up to State standards
    - ▶ DelDOT will not maintain the street until it is accepted into State maintenance
  - ▶ Dedicating Streets to Public Use (Non-State Maintained)
    - ▶ Update the Record Plan to dedicate Right of Way
    - ▶ The State assumes no maintenance responsibilities within the dedicated street right-of-way.

# Questions

The background features abstract geometric shapes in various shades of blue and orange, overlapping and creating a modern, layered effect. The shapes are primarily triangles and polygons, with some semi-transparent areas that allow underlying colors to show through. The overall composition is clean and professional.